

Form No. 2-05-2

BIWEEKLY WORK SUMMARY

Auditor:

Biweekly meeting date:

Time:

Assignment	
In-Charge	
Two weeks ended	

ACCOMPLISHMENTS (Attach Finding Development Sheets)

PLANNED ACCOMPLISHMENTS	ACTUAL ACCOMPLISHMENTS

AUDIT ISSUES (problems, scope adjustments, audit program changes):

DESCRIPTION	PROPOSED SOLUTION	TARGET DATE

PLANNED ACCOMPLISHMENTS FOR THE NEXT TWO WEEKS

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